

# CITY OF WHEELING



OFFICE OF THE CITY MANAGER  
CITY COUNTY BLDG., 1500 CHAPLINE STREET  
WHEELING, WV 26003

## 2016 – 17 BUDGET SCHEDULE

December 15, 2015	Distribute budget forms to Department Heads (Request for Employee Group Proposals)
January 22, 2016	Submit Proposed Departmental Budget to City Manager (Employee Groups Submit Proposals)
January 25, 2016 to February 5, 2016	Departmental and Employee Groups meetings with City Manager
February 5, 2016	Individual City Council members' submission of suggestions for capital projects and proposed CDBG projects.
February 23, 2016	City Manager Submit Balanced General Fund and Coal Severance Budgets to City Council via Finance Committee @ 10:30 a.m.
March 1, 2016	City Council Budget Work Session 11:00 a.m.
March 8, 2016	City Council Budget Work Session (If necessary) 4:00 p.m.
March 15, 2016	City Council Adoption of 2016-17 Budget
April 19, 2016	Laying of Levy Rate by City Council
June 20, 2016 to June 30, 2016	Year-end Departmental Reviews/Proposed Budget Adjustments – Follow-up employee group meetings with City Manager
July 19, 2016	City Council Finance Committee – Unencumbered Carry Over Appropriation for 2015 - 16 – This date is tentative and contingent upon timing of closing year end 2015 - 16

Please note that the Budget Work Sessions are subject to change based on Council members availability. The final work session schedule will be made public in advance of each meeting.